

**Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, April 16, 2018**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, April 16, 2018** at 6:30 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Persons Present: John Breslin, Community Events Commission; Larry Kondrat, Board of Waterworks Directors; Susan Murovic, Advisory Board of Zoning Appeals, Kathy DeGuilio-Fox, Redevelopment Director were also present.

Ed Dabrowski, IT Consultant (Contract) was also present.

General Substance of Matters Discussed.

1. *Meet with John Breslin of the Community Events Commission.* The Town Council discussed with John Breslin of the Community Events Commission its plan to permit ice cream vendors at specific locations on Kennedy Avenue during the annual Independence Day Parade.

Mr. Breslin explained the rationale for the plan was to create a greater incentive to control the crowd behind a safe barrier, and to allow a "revenue license" for the activity of permitting a specific vendor alone to vend during the parade.

It was suggested that Summer Song, a Highland business that operates ice cream vending peddling trucks, be engaged or licensed to perform this vending.

The discussion included consideration of balancing the presence of the vending trucks on both sides of the street, and whether something other than ice cream should be considered as well.

It was noted that the Town Council could likely pass an ordinance to create such a class of license or permit. Mr. Breslin indicated that he would follow-up after contacting Summer Song to inquire as to its interest in such an opportunity.

Discussion of Parade noise from sirens. The Town Council discussed with Mr. Breslin the prospect of prohibiting the use of sirens by firetrucks in the 2018 parade. Members of the Town Council individually expressed strong support for eliminating the use of the sirens by the Fire Trucks in the parade. The discussion included consideration of whether there should be a limitation of the number of parade entries. The idea was considered but did not gather support.

2. *Discuss remaining appointments including the Waterworks Board and the Tree Advisory Board.* The Town Council discussed the appointments that were due owing the creation of the Tree Advisory Board and the resignation of Matt Timmer from the Board of Waterworks Directors. The Town Council discussed if anyone had applied for the positions on the newly created Tree Advisory Board. It was noted that Richard Underkofler, grant consultant and Terry

Krooswyk of the Town Board of Metropolitan Police Commissioners had applied.

3. ***Boats and Recreational Vehicle Parking.*** Councilor Kuiper presented a concern he received from a resident regarding the parking of boats or recreational vehicles in driveways. It was suggested during the discussion that in the “summer” such parking is permitted. It was further noted that the Building Commissioner would be contacted to verify the particulars of the regulation. *(It is noted that Section 10.20.270 (A)(3) provides that recreational vehicles or watercraft may be parked on a side driveway during the period May 15 through September 15. All other times, such vehicles must be parked or stored otherwise.)*

4. ***Receive information regarding the status of budget income related to adopted budget to ascertain whether raises can be given to workforce.*** The Clerk-Treasurer reported the executive summary below regarding the disposition of the budgets for the three major operating funds, noting that they were balanced or in modest surplus. However, the Clerk-Treasurer further noted that the surpluses were not sufficient to support raises of a general nature, at the proposed levels of 1%, 1.5% or 2%. It is noted that longevity, promotions and overtime are funded.

The Town Council determined that it would meet in study session with all department heads following its plenary business meeting to inquire whether the department heads could locate raises in the existing budgets as approved, without resort to an additional appropriation.

EXECUTIVE SUMMARY			
<i>Likely reallocation after request Budget for Funds</i>	Corporation General Fund	Parks & Recreation General Fund	Redevelopment General Fund
Appropriated Spending	\$ 7,483,556	\$ 2,343,589	\$ 250,208
Total Spending:	\$ 7,483,556	\$ 2,343,589	\$ 250,208
Non tax Revenues	\$ 2,242,626	\$ 1,279,165	\$ 21,101
Property Tax Levy	\$ 5,319,259	\$ 1,104,038	\$ 233,444
Total Revenues:	\$ 7,561,885	\$ 2,383,203	\$ 254,545
Delta/Surplus	\$78,329	\$ 39,614	\$ 4,337
Circuit Breaker	\$ (73,174)	\$ (17,777)	\$ (3,315)
Effective Surplus after CB	\$5,155	\$21,837	\$1,022
	Corporation General Fund	Parks & Recreation Fund	Redevelopment General Fund
1% base pay increase	\$ 315,782	\$ 106,060	\$ 19,892
<i>Needed reductions</i>	<i>\$ 383,801</i>	<i>\$ 84,223</i>	<i>\$ 18,870</i>
1.5% base pay increase	\$ 349,605	\$ 108,732	\$ 20,393
<i>Needed reductions</i>	<i>\$ 417,624</i>	<i>\$ (21,837)</i>	<i>\$ 18,870</i>
2% base pay increase	\$ 383,428	\$ 111,403	\$ 20,894
<i>Needed reductions</i>	<i>\$ 451,447</i>	<i>\$ 89,566</i>	<i>\$ 19,872</i>
Public Works Agency	1% base pay increase	1.5% base pay increase	2% base pay increase
	\$ 315,459	\$ 323,405	\$ 331,351

5. *Discussion of Staff change in Office of Clerk-Treasurer.* The Town Council President asked the Clerk-Treasurer about the status of staffing in the office. It was noted that the incumbent deputy accepted an offer to work in the St. John Clerk-Treasurer office, for a greater level of pay and in a non-supervisory position. It was noted that that a successor had been identified but some redaction to language in the existing wage and salary ordinance would be required. It is further noted that the former encumbering officer departed to take a similar position in the private sector for greater pay.
6. *Discussion Regarding Northwest Indiana Symphony.* The Town Council discussed an invitation to host a small, limited reception for patrons and members of the Northwest Indiana Symphony at the Lincoln Community Center to take place before the concert to be conducted at Monbeck Auditorium. It was posited that the goal of hosting this was to encourage the eventual selection by the Symphony of Monbeck Auditorium as its designated venue for Lake County Concerts.

The Town Council further discussed inviting the Symphony to schedule one of its summer concerts at Main Square. It is noted that the symphony performs in other municipal outdoor venues during the summer. It was noted that the cost of the performance might be supported by donors, whom the Town Council President would contact.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, April 16, 2018**, was adjourned at 7:25 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer